

THE TIMES OF ISRAEL

Head of Office Operations and Editorial Team Coordinator

The Times of Israel, the largest English-language news publisher covering Israel and the Jewish world, seeks a Head of Office Operations and Editorial Team Coordinator. This position is full time, based primarily in our Jerusalem office with some flexibility for remote work.

Responsibilities include:

- Office management for our Jerusalem office
- Coordinator of the editorial team schedule
- Editorial assistance, including editorial executive support
- Company communications management
- HR: Hiring coordinator and team welfare

Requirements:

- Highly organized, detail-oriented project manager who works well under pressure
- Excellent communication skills in English and Hebrew (native level for both, oral and written), with proven work experience in Israel
- Experience in office and team management and management of third party vendors
- Identification with The Times of Israel's journalistic principles and mission
- HR experience in Israel, including the full cycle from recruitment to onboarding to supporting team members in their work - a plus
- Executive assistant experience - a plus
- Outstanding web worker; can learn new online services and tools quickly
- Self-starter who can take projects from inception to completion independently

To apply, please send your c.v. to office.hr.head@timesofisrael.com with a cover email of no more than 3 paragraphs that explains why you believe you may be a good fit for this role.